

MILPERSMAN 1300-1200

SAFETY TRANSFERS

Responsible Office	NAVPERSCOM (PERS-832E)	Phone:	DSN COM FAX	882-4899 (901) 874-4899 882-2627
	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4185 (901) 874-4185 882-2693
	NAVPERSCOM (PERS-4013)	Phone:	DSN COM FAX	882-5172 (901) 873-5172 882-5254

References	(a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2A (c) Joint Federal Travel Regulations, Volume 1 (d) BUPERSINST 7040.6
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Exhibit	1. Authorization Letter
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1. **Program Background.** When concerns for the safety and well-being of servicemembers and/or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date (PRD), a safety move may be authorized. The program originated with the transfer of drug informants and has expanded to include Navy personnel and/or their dependents that may be threatened for various reasons. Examples of safety moves are (but not limited to)

- victims and witnesses covered under reference (a),
- Family Advocacy Program (FAP) cases covered under reference (b),
- victims of rapes and other violent crimes, and
- threats made to the Sailor or the Sailor's dependents.

References (c) and (d) contain information concerning entitlements and financial guidance. All sexual assault cases are handled by Commander Navy Installations Command (CNIC) (N2).

2. **Safety Transfer Request.** Each case is determined by Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-832E) on its individual merits. Commands may request a PCS transfer for reasons of personal safety as follows:

For non-rated enlisted personnel:	For all others:
Navy Personnel Command (PERS-4013C49) COM (901) 873-5172 DSN 882-5172	Navy Personnel Command (PERS-832E) COM (901) 874-4899 DSN 882-4899

3. **Safety Transfer for Dependents Only.** Contact the appropriate personnel listed above. Travel and transportation of dependents is authorized under certain circumstances as outlined in reference (c), articles U5205, U5240, U5370, and U5920. If the member's dependents meet the criteria outlined in the four articles above, and they must be moved for personal safety reasons, the personnel office or supporting Personnel Support Activity Detachment (PERSUPP DET) of the member's command will issue an authorization letter for travel and transportation, on command letterhead, using the basic format in Exhibit 1 (adjust accordingly for exact circumstances). Reference (d), Chapter II, Section IV, Accounting Guide - Officer and Enlisted - Operational (Miscellaneous Travel) and Rotational (Miscellaneous Travel), must be used to build the line of accounting (LOA) for the letter.

EXHIBIT 1
AUTHORIZATION LETTER
(Use proper letter format.)

From: Officer in Charge, Personnel Support Activity Detachment
(or member's Commanding Officer)
To: (Rate/warfare designator, first name/middle initial/last name,
Branch, SSN (last four digits))
Subj: AUTHORIZATION FOR TRAVEL AND TRANSPORTATION OF DEPENDENTS INCIDENT
TO UNUSUAL OR EMERGENCY CIRCUMSTANCES
Ref: (a) CO, member's commanding officer letter of authorization
(b) Joint Federal Travel Regulations, Volume 1,
Articles U5205, U5240, U5370, and U5920

1. As authorized by reference (a) and per provisions of reference (b),
you are authorized travel and transportation at government expense for the
following (command sponsored if overseas) dependents:

List full names

From _____ To _____
Dependents must complete travel prior to receipt of permanent change of
station (PCS) orders relieving you from your present duty station (PDS).

2. As approved by reference (a), and per reference (b), shipment of your
household goods is authorized upon request. Shipment requested under
these orders must be made in a timely manner consistent with emergency or
unusual circumstances requiring movement of dependents. For additional
information, contact the Personal Property Officer, _____ at
ext. ____.

3. Accounting Data:

4. Your attention is directed to the provisions of reference (b)
concerning reentry of your dependents to (overseas area) and future
entitlement to their transportation at government expense.

5. Reimbursement for dependents' travel expenses incurred prior to the
date of these orders is not authorized.

J. W. SMITH

Copy to:
NAVPERSCOM (PERS-832E/PERS-324)
Member's Command
Service Record